



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
 614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

Miami Valley Communications Council

Personnel Records

(Local Government Entity)

(Unit)

Sheila Tracy
 (Signature of Responsible Official)

Sheila Tracy

Bus./Accounting Supervisor

3-11-22

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

(937) 438-8887

1195 E. Alex Bell Road

Centerville

45459

(Telephone Number)
 Montgomery

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address:

stracy@mvcc.net

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

3-11-22

Records Commission Chair Signature

Date

[Signature]

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Title

Date

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Section PR - Personnel Records -
 RC-2 - Part 2

Miami Valley Communications Council

Sched. No.	Record Series Title	Retention Period	To	From	For use by Auditor of State or OHS-LGRP
PR-1	Application for Employment/Resume	6 years if not hired/If hired Personnel File			
PR-2	Personnel File/Records	7 years after employee separates			
PR-3	Grievance Hearing Records	2 years after resolved			
PR-4	Personnel Policies including hiring guidelines Job/Position Descriptions	Until Superseded			



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Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

Miami Valley Communications Council

Financial

(Local Government Entity)

(Unit)

Sheila Tracy
 (Signature of Responsible Official)

Sheila Tracy

Bus./Accounting Supervisor

3-11-22

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

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3-11-22

Records Commission Chair Signature

Date

[Signature]

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Title

Date

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Sched. No.	Record Series Title	Retention Period	From	To	For use by Auditor of State or OHS-LGRP
F-1	Audit Reports	9 years provided audit			
F-2	Audited Check Vouchers, including purchase requisitions, invoices, purchase orders	9 years			
F-3	Audited Receipt Vouchers	9 years			
F-4	Audited Bank Statements including reconciliations, deposits, registers, transfers	9 years			
F-5	Bank Acct & Investment Documents	9 years provided audit			
F-6	Fixed Asset Records	9 years provided audit			
F-7	Annual Budgets	10 years provided audit			
F-8	Budget Prep docs	5 years provided audit			
F-9	Annual Financial Statements	10 years			
F-10	Insurance Policies	2 years			
F-11	Audited Bids - Successful	15 years			
F-12	Audited Bids - Unsuccessful	3 years			
F-13	Accident Reports (paytron/employee)	6 years unless pending			
F-14	Contract & Agreements	8 years or superceded provided audit			
F-15	Real Estate Property Deeds	Permanent			
F-16	1099/ W 9	9 years provided audit			
F-17	Vehicle Titles	Life of Vehicles			



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Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

Miami Valley Communications Council

Administrative

(Local Government Entity)

(Unit)

Sheila Tracy
 (Signature of Responsible Official)

Sheila Tracy

Bus./Accounting Supervisor

3-11-22

(Name)

(Title)

(Date)

COMMISSION

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

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3-11-22

Records Commission Chair Signature

Date

[Signature]

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Title

Date

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Sched No.	Record Series Title	Retention Period	From	To	For use by Auditor of State or OHS-LGRP
A-1	Board Meeting Minutes	Permanent			
	Agendas	Permanent			
	Resolutions	Permanent			
A-2	By Laws	Permanent			
A-3	COG Agreement	Permanent			
A-4	Correspondence				
	Messages sent and received by any media including letters, memoranda, faxes, e-mail, etc.	Retain according to content, ensure metadata retained			
	a-Transient-temporary importance in lieu of oral communication. (drafts, meeting notices etc)	Until no longer of administrative value			
	b-General-requests for information & other misc. inquiries, informative or of reference	2 years			
	c- Substantive-directives for policies, procedures, program, fiscal and personnel matters	5 years (file with related content and schedule)			
A-5	Public Records Request	2 years provided audit			
A-6	Audiovisual, PR & Training Materials	Until Obsolete or Superseded			
A-7	Contracts & Agreements	8 years or superseded provided audit			
A-8	General Orders, Direct Policies, etc				
	Certificates of Insurance	Until Superseded			
	Disaster Plan	Until Superseded			
	Employee Handbook	Until Superseded			
	Organizational Charts	Until Superseded			




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Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

Miami Valley Communications Council		Payroll	
(Local Government Entity)		(Unit)	
	Sheila Tracy	Bus./Accounting Supervisor	3-11-22
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission *See ORC 149.38 – ORC 149.412 for Records Commission information*

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	3-11-22
Records Commission Chair Signature	Date
	

Section C: Ohio History Connection - State Archives

Signature	Title	Date

Section D: Auditor of State

Signature	Title	Date

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Sched. No.	Record Series Title	Retention Period	To	From	For use by Auditor of State or OHS-LGRP
P-1	Payroll Reports				
	a- Biweekly	7 years provided audit			
	b- Month to date	7 years provided audit			
	c- Leave Use & Accrual Reports	7 years provided audit			
	d- Annual Attendance	7 years provided audit			
P-2	Quarter/Year Payroll Reports				
	a- Employer Federal Tax Return-941	7 years provided audit			
	b- Wage & Tax Summary each employee Federal, State, City, School	7 years provided audit			
	c- Annual Employee Earnings Record Including taxes & paid leave	7 years provided audit			
	d- Ohio Job/Family Dept Quarterly Payroll Reports	7 years provided audit			
P-3	W-2 Forms	7 years provided audit			
P-4	Employee I-9	5 years after separation			
P-5	Applications for OPERS Refund or	Permanent			
P-6	OPERS Monthly Reports	Permanent			
P-7	Court Orders for Payroll Deductions	Emp leaves or order rescinded			
P-8	Employee W-4	Until Superseded or 3 years after separation			
P-9	Employee Pay Rate Records	Continually updated in personnel file			
P-10	Employee Sick Leave & Vacation Balances	Continually updated until separation			
P-11	Bi Weekly Time Cards/Sheets	2 years provided audit			
P-12	Employee Withholding Requests	Until replaced or revoked by employee			
P-13	Leave Slips	2 years provided audit			
P-14	Unemployment Case Files	5 years after closed			